

PUBLIC HEALTH NURSE

General Statement of Duties: Conducts skilled public health nursing through health promotion, immunization clinics, school audits of immunization records, health education, epidemiology of communicable diseases and food-borne illnesses in public and private settings; and does related work as required.

Distinguishing Features of the Class: This is a professional position involving responsibility for the enforcement and implementation of various Federal, State, and City laws, ordinances and regulations pertaining to a wide variety in the field of health, safety, and welfare of the general population. Incumbent must utilize initiative and good professional judgment under general direction. Employees in this class must promote public health, strictly enforce compliance with all applicable laws and regulations, and at the same time maintain good public relations.

Areas of Accountability:

1. Conducts a variety of investigations to ensure compliance with Federal, State, and local health laws.
 - Examines public and private facilities for potential health hazards or problems;
 - Investigates complaints of unsanitary conditions.
2. Enforces all public health laws and rules of the Board of Health and insures rapid follow-up and strict compliance.
 - Conducts complete, thorough, impartial investigations;
 - Issues complete written notices;
 - Insures prompt follow-up;
 - Issues citations;
 - Initiates other legal actions;
 - Testifies in court or at other legal or quasi-legal proceedings.
3. Maintains complete written records or other documentation of all actions.
 - Maintains records of all investigations conducted;
 - Maintains records of all sample tests conducted;
 - Maintains a record of recommended changes;
 - Insures records are detailed;
 - Takes photographs as needed.
4. Maintains proper relations with the public and people in the health field.
 - Consults with state and other public health officials, physicians, lawyers, and the general public on matters of public health;

- Recommends changes in laws or policies;
 - Represents the Department before public bodies such as the Board of Health and City Council;
 - Designs and conducts educational programs.
5. Identify community health needs and promote community awareness and participation in health services.
- Community surveys, review vital statistics and health data;
 - Organize and schedule clinics and classes;
 - Provide screening program and school services;
 - Write newspaper articles and brochures;
 - Give radio and television talks;
 - Utilize volunteer services to promote community health.
6. Other related duties.
- May be called up to act in the absence of the Director of Public Health;
 - Supervises intern or other paraprofessional staff;
 - Conducts various laboratory or scientific analysis.

Education, Experience, and Special Requirements:

Graduation from college with a bachelor's degree in nursing;

OR

Graduation from an approved school of nursing, including and supplemented by fifteen semester hours or equivalent in psychology/sociology to a maximum of six semester hours, natural and physical sciences to a maximum of six semester hours, communications to a maximum of six hours. Prefer two years of full-time experience as a public health nursing a generalized public health nursing agency that includes improving the health of the entire community;

OR

An equivalent combination of education and experience allowing substitution of an additional six months of the above specified experience for the required fifteen semester hours.

Necessary Special Requirements:

Possession of or ability to immediately obtain license as a registered nurse in the State of Iowa, or a temporary license as issued by the Iowa Board of Nursing Examiners.

Required Knowledge, Skills and Abilities: Knowledge of the theories, principles, practices and procedures of public health nursing; or the etiology, pathophysiology, treatment, usual course and prognosis for illnesses. Knowledge of current medication, administration, their actions and use; of legal implications related to public health nursing practice, of principles of group teaching and assessment of learning ability.

Knowledge of group interviewing, counseling techniques and procedures, of family and group dynamics, and effective public relations methods, principles and practices.

Ability to apply nursing process to client/family/community in formulating nursing diagnosis, objectives and goals; to make independent decisions; to project training priorities, money and personnel requirements; to perform physical assessments; to formulate objectives and goals and to assess progress toward their achievement. Ability to assess/plan/provide for comprehensive public health nursing services to individuals /families/groups in their homes, schools, places of employment and clinics; to research, organize and evaluate a variety of facts; to understand and utilize the techniques of presenting these facts to assure maximum public information value, to interact with physicians, supervisors, members of the various boards, volunteers, and the general public in order to establish and maintain effective work relationships.

CWA 20